WebEx™ Quick Reference Guide

Communiqué

Schedule a Meeting

- Go to www.communiqueconferencing.com and log into MyCommuniqué.
- Enter your user name and password.
- Choose **Schedule a Meeting**.
- *Charge back Information:* Optional account code for expense tracking.
- *Moderator Information:* Complete if this section if there is a different moderator.
- *Conference Details:* Choose the meeting date, time, estimated duration and number of attendees. Also, select both Internet conference with a phone conference , Phone conference only, or Internet conference only. Select 'Request Company Name and Email from Internet Conference participants' for post meeting attendee reporting
- *RSVP:* Option to set up a custom pre-registration web page for larger meetings and events.
- *Audio Access Options:* Choose audio conference call features
- Click **Book this Conference**.
- A confirmation of your meeting will appear and you will also receive an e-mail confirmation.

Start a Meeting - Host

You can start a meeting from either the e-mail confirmation or online.

To start a meeting from the e-mail confirmation:

- Open the meeting Email confirmation:
- Click on the long **Internet Conference link**.
- Click **Host login to Start your meeting.**
- Enter your username and password

To start a meeting from MyCommuniqué :

- Go to www.communiqueconferencing.com.
- Log in and select **Join or Start a Meeting**.
- Select "Login to start the meeting".

Join a Meeting - Participant

Click the "Internet Conference' link directly from e-mail invitation. OR

- Go to www.communiqueconferencing.com.
- Click **Join or Start a Meeting**.
- Enter the meeting reference number and follow the instructions to join the meeting.

Designating a Presenter

As a meeting host, you are initially the presenter as well. However, you can designate any attendee as the presenter or change presenters at any time.

To designate a presenter:

- In the participant list on the **Participants** tab, select the name of attendee whom you want to designate as the presenter
- Below the participant list, click **Presenter**.

Assign Participant Privileges

Control the contribution your participants provide in your meeting by allowing them all, limited or no privileges. You can change privileges anytime.

- On the **Participant** menu, choose **Participant Privileges**.
- The Attendee Privileges dialog box appears.
- In the **Participant Privileges** screen, select as many privileges as you want your participants to have.
- To grant privileges for all attendees at once, in the pane on the left, select **All Attendees**. To grant privileges for an individual attendee, in the pane on the left, expand **All Attendees**, and then select the attendee's name.

Assign Meeting Settings:

Set meeting options such as chat, video, notes, file transfer, recording and rich media format for attendees.

- One the **Meeting** menu, select **Meeting Options.**
- Select first tab, Options, to allow chat, notes, recording
- Select second tab, Display, to adjust graphic display from standard to enhanced graphics.

Transferring the Host Role

As a meeting host, you can transfer the host role—and thus all control of the meeting—to an attendee.

To transfer the host role:

- In the participant list on the **Participants** tab, select the name of the attendee
- On the **Participant** menu, point to **Make**, and then **Host**.

Expelling a Participant

You can remove, or expel, a participant from a meeting at any time. To expel a participant:

- In the participant list on the **Participants** tab, select the name of the participant whom you want to expel.
- On the **Participant** menu, choose **Expel**.

Locking and Unlocking a Meeting

Once you start a meeting, you can restrict access to it, or "lock" it. This option prevents anyone else from joining the meeting. You can unlock a meeting at any time.

To share a presentation or document:

- On the toolbar, click the **Share** button.
- Choose **Presentation or Document**.
- Browse through your windows folders and Select the presentation or document that you want to share.
- Click **Open**.

Sharing Presentations or Documents

As a presenter, you can share presentations or documents that reside on your computer. Other participants do not need the application with which the presentation or document was created.

To share a presentation or document:
- On the toolbar, click the **Share** button.
- Choose **Presentation or Document**.
- Select the presentation or document that you want to share.
- Click **Open**.

Sharing Applications

When you share an application, all meeting participants can view it, without the need to run the application on their computers. Once a meeting starts, you can select any application to share. To share an application:

- On the **Share** menu, choose **Application**. The Share Application dialog box appears, showing a list of all applications currently running on your computer. To view a different list of applications, select either **List all applications** or **list only recently shared applications.**
- In the list, select the application that you want to share.
- Click **Share**.

Tip: You can share multiple applications simultaneously, By repeating these steps.

Using Software Application Sharing Options

When sharing software, you can
- annotate it, using a highlighter tool
- let any attendee remotely control it
- share annotation control with any attendee
- switch attendees' views of shared software between a full-screen view and a standard window view
- pause and resume software sharing
- return to the main Meeting window

To access software sharing options:
- For shared applications or Web browsers: On the title bar of the shared software, click the **Sharing** button.
- For shared applications, Web browsers, or desktops: In the lower-right corner of your computer's desktop, click the **Sharing** button. A **Sharing** menu appears.

Sharing a Web Browser

When you share a Web browser, all meeting attendees can view all Web pages that you access with it, whether the pages reside on the Internet, on your organization's private intranet, or on your computer.

To share a Web browser:
- On the **Share** menu, choose **Web Browser**. A new window for your default Web browser opens automatically.
- Go to the Web page that you want to share.

Sharing Web Content

You can share Web content by sending the URL to each participant's Web browser. The content you share opens in a new Web browser window on each attendee's computer. This option lets participants view and interact independently with the content on the page, such as Flash animations, streaming audio and video, online forms and so on.

To share Web content:
- On the **Share** menu, choose **Web Content**. The Share Web Content dialog box appears.
- In the **Address** box, specify the Web address, or URL, at which the content resides.
- Click **OK**.

Sharing Your Desktop

When you share your desktop, all meeting participants can view your entire desktop, including any open applications, windows, or file directories.

To share your desktop:
- On the **Share** menu, choose **Desktop**. The Share Desktop dialog box appears.
- Optional. To let an attendee control your desktop remotely, in the **Share control of your desktop with** drop-down list, select the name of the attendee.
- Click **OK**.

Stop Sharing
- In the lower-right corner of your computer's desktop, click the **Sharing** button.
- Select **Stop Desktop Sharing**

Using Chat

You can send and receive chat messages to and from meeting participants. You can also print chat messages that appear in your chat viewer, and save them to a .txt file.

To send chat messages:
- Click the **Participants** tab.
- In the **Chat** box, type a message.
- In the **Send to** drop-down list, select the participant or participants to whom you want to send the message.

To save chat messages:
- On the **File** menu, point to **Save**, and then choose **Chat**. Choose a location at which to save the chat file, and then click **Save**.

Sharing Webcam Video

You can share live Webcam video to meeting participants. All participants can view live video on the **Video** tab in the Meeting window or in a floating window. WebEx will automatically detect your webcam.

Using Polls

As a presenter, you can present a poll questionnaire on which attendees can select multiple-choice answers. Use a poll to gather feedback from attendees, let them vote, test their knowledge of a topic, and so on.

You can prepare a poll questionnaire during a meeting. Or, to save time, you can start a "practice" meeting during which you prepare a questionnaire and save it. You can then open the poll file for use during the actual meeting.

Once attendees complete a poll, you can view the results and share them with all participants. You can also save the results of a poll so you can view them later.

To prepare a poll questionnaire:

- Click the **Polling** tab.
- Use the options on the tab to create a questionnaire.

To open a poll:

On the **Polling** tab, click **Open Poll**.

To close a poll:

On the **Polling** tab, click **Close Poll**.

To share poll results with attendees:

On the **Polling** tab, select the **Share Results** check box.

Saving and Opening Poll Questionnaires

Once you create a poll questionnaire, you can save it to a .atp file. You can then open the file for use in any meeting.

To save a poll questionnaire:

- On the **File** menu, point to **Save**, and then choose **Poll Questionnaire**.
- Choose a location at which to save the file, and then click **Save**.

To open a saved poll questionnaire:

- On the **File** menu, point to **Open**, and then choose **Poll Questionnaire**.
- Choose the poll questionnaire file.

Saving Poll Results

If you take a poll and share its results, you can save the results to a text (.txt) file in either of two formats:

- **Group results**—do not reveal which attendee chose each answer
- **Individual results**—reveal which attendee chose each answer

To save a poll results:

- On the **File** menu, point to **Save**, and then choose **Poll Results**. The Save Poll Results As dialog box appears.
- In the **Save As Type** drop-down list, select an option.
- Choose a location at which to save the file, and then click **Save**.

Taking Notes and Transcript

One or more meeting participants can take notes in the Meeting window. The following note-taking options are available:

Specifying Note-Taking Options

When scheduling a meeting, the host can specify the note-taking option that takes affect once the meeting starts. During the meeting, the presenter can change the note-taking option or turn notes on or off at any time.

To specify the note-taking option:

- On the **Meeting** menu, choose **Options**.
- On the **Options** tab, specify a note-taking option.
- Click **OK**.

A pen will appear by the note-taker's name

- Note taker clicks on Notes tab by Chat tab on right.
- Note taker can publish notes to meeting or save.

Record a Meeting

- On the **Tools** menu.
- Select **Meeting Recorder**.
- Enter a file name to save your recording. Press **OK**. The **Recording** dialog box appears.
- Press red circle button to start recording.
- Press black rectangular button to stop and sage recording.
- Press || sign to pause, and red circle to restart

Transferring Files During a Meeting

As a presenter, you can publish files that reside on your computer during a meeting. For example, you can provide attendees with a document, a copy of your presentation, an application, and so on. Published files appear in each attendee's Meeting window, allowing them to download the files to their computers.

To transfer files during a meeting:

- On the **File** menu, choose **Transfer**. The File Transfer window appears.
- Click **Open**.
- Select the file that you want to publish, and then click **Open**.
- The files appear in the File Transfer window in each participant's Meeting window to **Save**.

Sending a Meeting Transcript to Participants

- On the **File** menu, choose **Send Transcript**. If you saved any files during the meeting, the Send Transcript dialog box appears.
- If the Send Transcript dialog box appears, that you want to attach to the transcript
- In the new email message that appears, necessary changes.
- Send the transcript email message.

Tools For Presentations and Documents

Click on the down arrow by the blue/green share button in the upper left corner to share presentations, documents, applications, Web pages and whiteboard.

Opens browser window to open files for the meeting room, poll questionnaires or previously saved chat.

Save meeting content to your desktop including chat, poll questionnaire, group or individual poll responses, files or annotations.

Click this icon and the pointer changes to a pointing arrow. Then click a point of interest in a presentation or document to call attention to it with your personal pointer, which includes your name. Clicking this button again turns off the pointer tool and returns your mouse pointer to its default state.

Click this icon and the pointer changes to an I-beam, allowing you to annotate a presentation or document with text.

Click this icon and the Draw palette appears, with the highlighter tool selected by default. The pointer changes to a highlighter, allowing you to highlight specific areas of a presentation or document. If you select another drawing tool in the Draw palette, the icon image changes to represent the selected tool. Click the downward-pointing arrow to the right of the icon to select a different ink color from a palette.

Click to display the Annotation Color palette, on which colors can be selected to annotate a shared document or presentation, or to write on a shared whiteboard.

Click this icon and the pointer changes to a red "laser beam" which can be used to highlight points of interest in a presentation or document. Clicking this button again turns off the laser pointer tool and returns the mouse pointer to its default state.

Click this icon to remove annotations in your meeting room. Once you click on the eraser, you then click on annotation(s) to remove them. Click the downward-pointing arrow to the right of the icon to clear all annotations, or clear pointers from the current presentation.

Click this icon to zoom in or out on a presentation or document. Click the downward-pointing arrow to the right of the icon to display a menu. You can select either Zoom In or Zoom Out. Zoom In is selected by default and the icon image contains a plus sign. If you select Zoom Out, the icon image changes and contains a minus sign. Once you select a zoom mode, clicking the icon repeatedly zooms in or out incrementally. You can also choose Fit to Window, Fit to Width, or a percentage by which you want to zoom.

Miniature or thumbnail view. Click this icon to privately display thumbnail representations (slide sorter view) of all pages in a new column to the left of the current presentation or document. You can scroll through the pages and double-click a thumbnail view to bring that page or sheet into the viewing window for all to see. As you move between presentations, miniature view remains open for each presentation. Exit from the thumbnail view by clicking X on the top right section of the miniature view column, or clicking on the icon.

Click this icon to display a full-screen view of a presentation or document. In full-screen view, the toolbar appears at the top of the screen. To return to the normal page view, click the icon again or click the **Exit Full screen button.**

Presenters click this icon to synchronize the current display (page, presentation and zoom factor) for all participants.

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Simplified slide navigation enables meeting participants to select a slide in a presentation or a page in a document for viewing in the content viewer.

Click this icon to go to previous page.

Click this icon to go to next page.

Note: Windows NT, 2000 and XP Users must have administrator privileges to download the WebEx client